Job Title:	Short Sale: Processing	**Date:**	

Job Description:. Gather, review, and manage documents needed for a short sale to push through. Be able to coordinate with offices to keep timeline in track. Fulfill and upload forms into client's online system.

Responsibilities:

1. Forward the Seller the short sale prelisting package and follow up with the seller to ensure timely return of the package.
2. Once the package is returned the VA will review all short sale paperwork to make sure it is complete and accurate.
3. Upload the documents and all pertaining information into an online transaction management system client use to manage short sale
4. Prepare and send the Seller the listing paperwork to digitally sign and upload this information into online system as well.
5. Forward listing information to listing coordinator for the property to be put on the market.
6. Send authorization forms to the bank and make follow-up calls to ensure it has been uploaded to the bank system.
7. Prepare a market analysis/BPO to upload on online system
8. Follow up with the bank on any scheduled foreclosure dates or other information regarding the file and input any information received into online system
9. Answer general questions from Buyer's agents via e-mail and phone about the status of the short sale and general questions about the subject property.
10. Monitor the showings and interest on short sale listings and make suggestions on timing of routine price drops keeping in mind the supporting values of the comps and making sure price drops don't extend below market value which would cause the bank to deny the file.
11. Once a contract is received the VA will confirm all necessary offer paperwork and approval letters have been executed and then upload offer documents to online system.
12. Prepare and review short sale package in short sale commander and fax or e-mail to the bank.
13. Follow up with the bank via phone every 2-3 days until confirmation that package has been uploaded to the bank's system and a negotiator has been assigned.
14. Routinely communicate with the negotiator confirming all required documents have been submitted and request postponement of foreclosure dates if applicable.
15. When agent or appraiser calls to set time to perform BPO, VA will gather their information and confirm appt. with Seller. They will then send the BPO Agent/ appraiser details about the offer on the property, the number of showings on the property and feedback and provide comparable sales and market data that support the offer price in an effort to make sure the bank's evaluation is in line with the offer on the property.
16. Once the short sale offer is countered or agreed to by the bank the VA will complete necessary contract changes, revisions to the HUD-1 and gather any additional documentation and work with the negotiator to get final bank approval.

Part Time or Full Time		**Schedule/Hours M-F**	
Role: GVA, TC, ISA		**Gender Request**	
Time Zone: PST, CST, EST, MST		**Preferred Interview Dates/Time:**	
DISC Preference:		**Skype ID for Video Interview:**	

Conforme: _____

Signature above Printed Name